

Gleaners Community Food Bank Job Description

Job Title: Senior Analyst - Financial Planning & Analysis (FP&A)
Reports to: Chief Financial Officer
FLSA Status: Exempt
Department: Finance
Last Update: March 2021

The Financial Planning & Analysis Senior Analyst will work closely with the Chief Financial Officer on a daily basis executing month-end financial reporting and variance analysis, periodic financial forecast updates, preparation of the annual financial budget, Key Performance Indicator (KPI) development and reporting, process/reporting improvements, ad hoc analysis, etc.

Essential Duties and Responsibilities

1. Prepare month-end financial reporting, including Statement of Cash Flows, and related variance analysis for Finance Committee and Senior Leadership
2. Manage periodic financial forecast update process
3. Manage preparation of annual budget process
4. Develop Key Performance Indicator (KPI) reporting for the organization's key departments
5. Develop and implement business process and reporting improvement initiatives
6. Implement program level profit and loss reporting
7. Develop a Return on Investment (ROI) model for significant capital expenditures
8. Assist with due diligence for New Markets Tax Credits financing project
9. Track detail of construction-in-progress additions, as well as related Capital Campaign reporting, and lease commitments
10. Identify cost savings opportunities
11. Perform ad hoc financial analysis as needed
12. Support Gleaners mission, vision and values through all professional responsibilities and interactions
13. Other duties as assigned

Scope of Position

- Budgetary Responsibility: Moderate to High
- Personnel Responsibility: Moderate to High
- Access to Confidential Info: High
- Supervisory Responsibility: Low
- Customer Contact: Donors: Low
Volunteers: Low
Partner Agencies: Low
Outside Vendors: Low

Qualifications

To perform this job successfully, an individual must be hands-on and able to execute the essential duties and responsibilities noted above at a high performance level, as well as have advanced Excel skills, demonstrated strength in financial analysis/data synthesis, and the utmost attention to detail. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education/Experience

- Bachelor's Degree in Finance
- Advanced Excel Skills (power pivot, pivot tables, v-look ups, analysis tools)
- Strong Financial Analysis, KPI Development, and ERP Skills
- In-Depth Monthly Financial Reporting, including Statement of Cash Flows, and Variance Analysis Experience
- In-Depth Budgeting and Forecasting Experience
- Financial Edge Experience Preferred, but Not Required

Language Ability

Ability to read, analyze, and interpret common financial statements/reports, as well as legal documents. Ability to professionally respond to common inquiries from colleagues, regulatory agencies, auditors, and/or members of the business community.

Math Ability

Ability to apply advanced mathematical concepts to financial analysis projects.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw insightful conclusions.